

**ACP/41/031/18**  
**AFHR/HR/LM/bae**

The Secretariat of the ACP Group has the vacant post of Media and Communications Officer, **(Grade P4)** at the Secretariat.

Below you will find:

- The job description of the post.
- The Conditions of service and employment for the post.

Applications for these posts should be sent to: **ACP Secretariat, 451 Avenue Georges Henri, 1200 Brussels - Belgium**, or **e-mail to: [hr@acp.int](mailto:hr@acp.int)** and must reach the Secretariat not later than **24 June 2018**.

Applications must be accompanied by updated curriculum vitae completed in this format - <https://europass.cedefop.europa.eu/editors/en/cv/compose>, provide copies of degrees, diplomas, certificates and any other document attesting to the competence and professional experience of the candidates. Up-to-date reference letters for the past five years of work experience, must be attached.

Candidates for the post must be nationals of Member States of the ACP Group and **must** therefore attach a copy of their valid passport for proof of nationality. Applications from non-ACP nationals will not be considered.

**It is to be noted that only short-listed candidates will be contacted.**

## **JOB DESCRIPTION**

<b>Post Title: Media and Communications Officer</b> Organizational Unit: Office of the Secretary-General Supervisor/Grade: Chef de Cabinet/P5		<b>Current Grade: P4</b>
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### **I. Organizational context**

Under the guidance and supervision of the Chef de Cabinet, the Media and Communications Officer provides communications services for the Secretary General and the Secretariat, ensuring high quality, accuracy and consistency of work. The Media and Communications Officer promotes a client-oriented approach consistent with ACP rules and regulations.

The Media and Communications Officer is responsible for coordinating the press activities of the Secretary General as well as setting and implementing communications strategies for the ACP Secretariat, with the aim of ensuring a high level of visibility for the organization.

The Media and Communications Officer manages the ACP Secretariat's website, and holds advisory roles on media and communications issues in the Secretary General's cabinet, internal working groups, task forces and other groups in the ACP system.

The Media and Communications Officer must work closely with the Secretary General, Chef de Cabinet, and Protocol and Public Relations Officer to successfully project the public image of the Secretary General as well as the ACP Secretariat as an entity. He/She must also work with the professional staff in individual departments to acquire accurate and timely information for delivery to relevant publics.

The Media and Communications Officer is the focal point for all media, communications activities and must form and maintain good working relations with external media and communications contacts, including those amongst the press, other international organizations and the ACP embassies.

## **II. Functions/ Key results expected**

### **Summary of Key Functions:**

- ❑ Organizes and coordinates press activities for the Secretary General and the ACP Secretariat.
- ❑ Ensures the formulation and implementation of the necessary communication strategies for the Secretariat.
- ❑ Provides technical assistance and strategic advice on communication issues to other departments of the ACP Secretariat, working groups and task forces in the ACP system when necessary.
- ❑ Forges and maintains working relationships with media professionals and relevant counterparts in the ACP embassies and other international organizations or agencies, acting as the focal point for the Secretariat's media and communications activities.
- ❑ Provides any other assistance to the Chef de Cabinet, as needed.

## **III. Impact of Results**

The key results are essential in helping to ensure the organization's visibility, image and relevance in the public sphere. Awareness about what the organization does and what it stands for increase the opportunities to widen influence, and build partnerships. The results also help in producing a well-informed and media-savvy organization that can keep up to date with pertinent social and political issues which affect its work, while also projecting an image of action, leadership and relevance to stakeholders. This builds confidence in the organization both internally and externally.

#### IV. Competencies

##### **Corporate Competencies:**

- Understands the structure and hierarchy of the ACP Secretariat, the organs of the Group and their interaction with the partners, process flows throughout the organization, products and services, their measures of effectiveness, and perceptions of clients
- Ability to make decisions in complex situations and analyse the positive or negative impact on the organisation before making decisions

##### **Functional Competencies:**

- Strong knowledge of the functioning of mass media, as well as the ability to use this to contribute to raising the public profile of the organization
- Highly developed written and oral communication skills in English and/or French and thorough practice in writing, public speaking, delivering presentations, and preparing high quality reports
- Good understanding and experience in media production processes (broadcast, publication or web/online media) including strong skills in information technology, new media and social media for application in work assignments
- Dedication to accuracy and thoroughness, with the ability to comprehend complex issues and then communicate these to target publics in formats easy for them to understand

##### **Managerial Competencies:**

- Strong planning, organization, problem-solving, coordination and negotiation skills
- Ability to establish, manage, guide and monitor relationships with diverse stakeholders

##### **Behavioural Competencies:**

- Listens to others, correctly interprets messages, asks questions to clarify and exhibits interest in having two-way communication,
- Ability to work in a multidisciplinary team of people from diverse cultures, expertise and experiences

#### V. Recruitment Qualifications

Education:	Masters degree or equivalent in Journalism, Communication Studies, Political Studies, International Relations or other related fields.
Experience:	At least eight (8) years of professional experience, with progressive levels of responsibility in the fields of communication or journalism, three of which must be at a regional or international organization level.
Language Requirements:	Good command of English or French or Portuguese or Spanish. A working knowledge of at least one of the other three would be an added advantage.

### **APPOINTING AUTHORITY**

Staff members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

### **CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST**

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat and by any other decision that may be adopted by the competent ACP authorities regarding employment.

### **REMUNERATION:**

Depending on professional background, experience and family situation, the ACP Secretariat offers a competitive remuneration and benefits package.

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